



P.O. Box 779

Lilongwe

NATIONAL ECONOMIC EMPOWERMENT FUND LTD

REQUEST FOR QUOTATIONS (SERVICE)

Procurement Number: NEEF/MOTOR VEHICLE SERVICE/2024/01538

To:

Date: 1st May, 2024

The Procuring Entity named above invites you to submit your quotation for the goods described herein. Partial Quotations may be rejected, and the Purchaser reserves the right to award a contract for selected items only. Any resulting order shall be subject to the Government of Malawi General Conditions of Contract for Local Purchase Orders (available on request) except where modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS: SERVICES

1) Description of service

SERVICING AND REPAIR OF MOTOR VEHICLE- TOYOTA HILUX BR 4912

- 2) Quotation prices should be based on: EXW
- 3) The delivery period required is **5 days** from date of order.
- 4) Quotations must be valid for **60** days from the date for receipt given below.
- 5) The warranty/guarantee offered shall be: **N/A**
- 6) Quotations and supporting documents as specified in Section B must be marked with the Procurement Number given above, **and indicate your acceptance of the terms and conditions.**
- 7) Quotations must be received, in sealed envelopes, **or email, no later than: 12:00 hrs on 05th May, 2024**
- 8) Quotations must be returned to:

The Chairperson

Internal Procurement & Disposal Committee

National Economic Empowerment Fund (NEEF)

Area 6/28

P.O. Box 779

Lilongwe

MALAWI

Email; procurement@neef.mw or rmdalla@neef.mw

9) The attached Schedule of Requirements at Section C, details the items to be purchased. You are requested to quote your delivered price for these items by completing and returning Sections B and C.

Quotations that are responsive, qualified and technically compliant will be ranked according to price. Award of contract will be made to the lowest priced quotation by item or by total through the issue of a Local Purchase Order.

Signed: Name: Rose Jiya-Mdalla

Title/Position: **Procurement Officer**

For and on behalf of the Purchaser

Your quotation is to be returned on this Form by completing and returning Sections B and C including any other information/certification required within this RFQ.

SECTION B: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation: Malawi Kwacha
- 2) Delivery period offered: days/weeks/months from date of Purchase Order.
- 3) The validity period of this Quotation is: days from the date for receipt of Quotations.
- 4) Warranty period (where applicable):..... months.
- 5) We attach the following documents:
 - i. **Section C of the Request for Quotations completed and signed;**
 - ii. **A copy of Business Registration Certificate,**
 - iii. **A copy of valid PPDA Registration Certificate,**
 - iv. **A copy of valid MRA Tax Clearance**
 - v. **Withholding Tax Exemption Certificate (indicate if not available)**
 - vi. **Evidence of the similar job within the past 3 years**
- 6) We confirm that our quotation is based on the terms and conditions stated in your Request for Quotations referenced above, and that any resulting contract will be subject to the Government of Malawi General Conditions of Contract for Local Purchase Orders.
- 7) We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Address:
.....

If any additional documentation is attached to your quotation, a signature and authorisation at Section B and Section C is still required as confirmation that the terms and conditions of this RFQ prevail over any attachments. If the Quotation is not authorised in Section B and Section C, the quotation may be rejected.

SECTION C: SCHEDULE OF REQUIREMENTS (TO BE PRICED BY BIDDER)

Item No	Description of Service (Attach detailed specification if necessary)	Unit of Measure	Quantity	Delivered Unit Price <i>Kwacha</i>	Delivered Total Price <i>Kwacha a</i>
	SERVICE OF MOTOR VEHICLE- NISSAN HARD BODY BP 2818				
A	SERVICE DUE				
	Carry out Engine service	Each			
B	DIAGNOSIS- ENGINE CONDITION				
	Replace Fan Belt	Each			
	Replace Bonnet + fuel cables	Each			
	Repair the cause of leakage from injector number	Each			
	TRANSMISSION/DRIVE LINE				
	Repair Oil leakage from steering Gear Box	Each			
	CHASSIS /SUSPENSION CONDITION				
	Replace Leaf spring Bushes	Each			
	Replace Shock absorber	Each			
	Replace Suspension Arm Bushes	Each			
	STEERING SYSTEM				
	Replace tie rod ends and track ends	Each			
	Replace front stabilizer links	Each			
	Carry out Wheel alignment	Each			
	BRAKING SYSTEM				
	Replace brake pads	Each			
	ELECTRICAL/ACCESSORIES				
	Repair head lamp on dim + full (LHS)	Each			
	Repair Horn (Not Working)	Each			
	BODY (EXTERIOR/INTERIOR)				
	Replace wiper blades	Each			
	Repair number plate light (LHS)	Each			
	TYRES- REAR				

		Each			
	NB- Refer to the attached P.V.H.E.S. Inspection Report				
	Sub total				
	V.A.T 16.5 %				
					Total

The following attachments are appended to clarify the Description of Goods:

[List any attachments providing additional specification of the goods required]

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____



P.V.H.E.S.

K30,000



TECHNICAL INSPECTION REPORT TD/01

INV # : 0099709

GR # : ~~K30,000~~

GR # : 1579915

STATION: LILONGWE

A. PLANT/VEHICLE DETAILS

NEEF

MIN/DEPT:
REG. NO.: BR 4912 TYPE: TOYOTA MODEL: #11UX

VIN NO.: AH1CS12G107566928 ENGINE NO.:

CC: Petrol/Diesel/Tank: DIESEL

Hours/Meter/Speedo 257944 Reading: /km

COF STATUS: INSURANCE

SERVICE DUE: CARRY OUT ENGINE SERVICE

B. DIAGNOSIS

ENGINE CONDITION: - Replace fan belt
- Repair bonnet + fuel cables
- Repair the cause of leakage from injector #.

TRANSMISSION/DRIVE LINE: - Repair oil leakages from steering gearbox.

CHASSIS/SUSPENSION CONDITION: - Replace leafspring bushes
- Replace shock absorber
- Replace suspension arm bushes

STEERING SYSTEM: - Replace tierod ends + track ends
- Replace front stabilizer links
- carry out wheel alignment

BRAKING SYSTEMS: - Replace brake pads

ELECTRICAL/ACCESSORIES: - Repair head lamp on dim + full (LHS)
- Repair horn not working

BODY (EXTERIOR/INTERIOR): - Replace wiper blades
- Repair number plate light (LHS)

TYRES: FRONT :
REAR :
SPARE :

INSPECTED BY (NAME): J. KATHUNA

SIGNED: [Signature]

DATE:



PVHES RME(C) DIAGNOSTIC REPORT

VEHICLE MAKE: TOYOTA HILUX
 MG REG: BR Q912 DATE: 16-04-24
 VIN NO: AHTCS126107566928

PROFESSIONAL REPORT

BODY CONTROL MODULE (BCM)

CODES	DESCRIPTION	STATUS

POWERTRAIN CONTROL MODULE (PCM)

CODES	DESCRIPTION	STATUS

PLANT & VEHICLE UNIT & EQUIPMENT
 STANDARD & INSPECTION
 16 APR 2024

CHASSIS (C- CODES)

CODES	DESCRIPTION	STATUS

NETWORK & VEHICLE INTERGRATION (U- CODES)

CODES	DESCRIPTION	STATUS

REMARKS•

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